

City of San Diego, California METROPOLITAN WASTEWATER DEPARTMENT WASTEWATER COLLECTION DIVISION OPERATIONS AND POLICY MANUAL	Document No. C.14 Effective Date: January 30, 2003
SUBJECT: ENCROACHMENT SEWER LATERAL CONNECTIONS AND MAINTENANCE	Supersedes: System Division O&P Item D.21 of 8/25/92

1. PURPOSE

- 1.1_ To establish a uniform method for making connections to, and maintaining encroachment sewer laterals.

2. AUTHORITY

- 2.1 City Council Policy 400-10
- 2.2 Administrative Regulation 20.70
- 2.3 Director, Metropolitan Wastewater Department
- 2.4 Deputy Director, Wastewater Collection Division

3. DEFINITIONS

- 3.1 **Encroachment** is “an advancement beyond the usual or proper limits of the property line onto the City right-of-way.” Such a move requires an update of the Encroachment Removal Agreement.
- 3.2 **Lateral connection** is “the installation of a fitting of the appropriate diameter which is tapped into the sewer main and connected to the property owner's sewer lateral”.
- 3.3 **Maintenance** is “the upkeep of the sewer lateral to prevent stoppages and the removal of obstructions when they occur”.
- 3.4 **Sewer Lateral** is “the pipe and fitting that connects the property’s sewer line to the City sewer main”.

4. PROCEDURE

- 4.1 **To make a lateral connection:**
 - a. The property owner/agent shall be responsible for:

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- paying all fees and charges, and filing an Encroachment Removal Agreement, before City crews or a licensed contractor make the connection.
- excavating and exposing City sewer main, allowing sufficient room for City crews or the licensed contractor to make the connection.
 - if a licensed contractor makes the connection, a permit to excavate in the City's right-of-way, and an inspection of the work, will be required.
- ensuring that if the excavation is 5 feet or more in depth, or if poor soil conditions exist, the excavation is shored to Cal-OSHA specifications.
- protecting the excavation from vandalism and improper access (children, animals, etc.).
- backfilling excavation by tamping fill material with 12-inch lifts when the connection has been made and work has been completed.

b. The City shall be responsible for making the connection:

- after receiving documents indicating that all fees and charges have been paid, and that the installation has been approved by the City Inspector; and
- if the excavation has been completed according to section 4.1 a above.

4.2 To maintain the encroachment lateral:

a.. The property owner/agent shall be responsible for:

- routine as well as for emergency cleaning, and inspections, of the lateral, from the property to the City sewer main.
- determining the location of the problem, if the lateral is broken or if the

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blockage cannot be removed, through the services of a licensed plumber or a licensed drain cleaner.

- excavating and exposing the sewer pipelines, allowing sufficient room for maintenance work to be done.
 - if a licensed contractor does the excavation, a permit to excavate in the City's right-of-way, and an inspection of the excavation, will be required.
- ensuring that if the excavation is 5 feet or more in depth, or if poor soil conditions exist, the excavation is shored to Cal-OSHA specifications
- having the licensed plumber or licensed drain cleaner contact the City of San Diego Water and Sewer 24-Hour Emergency number if the problem is with the connection.
- repairing or replacing the pipe, as needed, if the problem is located elsewhere in the lateral.
 - if a licensed contractor makes the repairs, the City will have to inspect the completed work.
- backfilling and recompact the excavation and restoring the street, alley, sidewalk, etc. to its original condition once work is completed.

b. The City shall be responsible for:

- making the repairs at the connection if the excavation has been completed according to section 4.2 a above.

Christopher J. Toth
Deputy Director, WW Collection Division

Date